

## VACANCY ANNOUNCEMENT

(Announcement No. 16/17)

**OPEN TO:** All Interested Candidates  
**POSITION:** **Secretary, FSN-7**  
**OPENING DATE:** April 28, 2016  
**CLOSING DATE:** May 20, 2016  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual grade and salary will be based on the qualifications of the applicant.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Secretary** in the U.S. Agency for International Development (USAID)/Country Office.

### **BASIC FUNCTION OF POSITION**

USAID's Regional Development Mission for Asia (RDMA) supports the USAID satellite office in Laos. The Laos Office, manages direct programming in Laos associated with health/nutrition and economic growth activities as well as providing on-the-ground coordination of multiple regional programs administered by RDMA including work on: countering wildlife trafficking, climate change mitigation and adaptation, clean energy, biodiversity conservation, combatting infectious diseases such as HIV/AIDS, TB, and malaria, promoting trade and investment, and promoting good governance, amongst other initiatives.

The incumbent serves as a secretary for USAID Office in Laos and is responsible for all secretarial and administrative support activities in the Laos Office. He/she performs all secretarial/administrative/clerical duties to ensure smooth, effective, efficient operations in the office. The incumbent must understand technical aspects of the programs and act as a liaison, specifically with respect to program and outreach coordination.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** A University/College Degree in Business/Public Administration, international relation/development, Arts, Sciences or Social Science is required.
- 2. Prior Work Experience:** A minimum of three years (3) of progressively responsible experience working in the field of secretarial/administrative management with a U.S. Government agency and/or other international organization(s) is required.
- 3. Post Entry Training:** The incumbent will be expected to possess the necessary secretarial and administrative skills/abilities required to carry out/perform the duties/responsibilities of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific secretarial/administrative support functions and responsibilities; 2) USAID specific Record Management and Filing Systems and; 3) USAID Office-sponsored training in areas of document database management and advanced computer technology will be provided. Organized/formal training determined to be

in direct support of Laos Country Office activities may be provided from time to time depending on the availability of Program funds.

- 4. Language Proficiency:** Level IV speaking/reading and writing English and Lao are required.
- 5. Knowledge:** Good knowledge of administrative office operation, travel arrangement, and records management system is required.
- 6. Skills and Abilities:**
  - Demonstrated professionalism in work ethics is required; ability to perform a broad range of administration functions with high quality, while applying critical thinking skills to solve problems that may arise is required.
  - Good communication skills are required; clear and effective use of language (i.e., in speaking and writing) appropriate to the context of the situation is required.
  - The ability to collaborate with others as a team, the ability to place the team agenda before a personal one, truly valuing others' inputs, and the willingness to take shared responsibility in shortcomings are required.
  - The ability to multi-task, identifying priorities and readjusting them as needed; and to allocate proper amount of time and resources for each task are required.
  - Must possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point and e-mail. Able to learn and use Agency specific software related to work area efficiency.
  - Excellent customer services skills are required.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

#### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office

American Embassy

Thadeua Road, Somvang Tai Village

PO Box 114, Vientiane, Laos

(Hardcopy or e-mail attachments are accepted)

E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

#### **POINT OF CONTACT**

Telephone: 856-21-487000

Fax: 856-21-488002

#### **CLOSING DATE FOR THIS POSITION: May 20, 2016**

The U.S. Mission in Vientiane provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.